

School Publication Scheme

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Publication Scheme Policy and Scheme

1. Terms of reference

1.1 The purpose of this policy is to ensure Emmanuel School complies with Section 19 of the Freedom of Information Act 2000 which requires schools to adopt and maintain a publication scheme and to proactively publish information in accordance with that scheme.

2. Policy Statement

2.1 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats, but information will be provided in the language in which it is held.

3. Publication Scheme

3.1 The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published; and
- whether or not there is any charge for the information

3.2 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed in the schedule below.

3.3 Our publication scheme can be found on the school website

<https://www.emmanuel.camden.sch.uk/> and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless

- we do not hold it
- it is to be withheld under a FOI exemption or EIR exception; or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release; or
- it is hard copies of documents which can be obtained from the School.

3.4 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed annually and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.

3.5 We will not charge for information listed on the Publication Scheme except where specifically indicated.

3.6 In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.

Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<u>Who we are and what we do</u> Organisational information, structures, locations and contacts.	Hard copy and/or website	Refer to schedule of charges for hard copy
Who's who in the school / Location and contact information	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard copy	Refer to schedule of charges
School prospectus (if any)	Website	
Staffing structure	Website and/or Hard copy	Refer to schedule of charges
School session times and term dates	Website	
<u>What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. There is an expectation that information in this class should be made available for at least the current and previous two financial years.	Hard copy and/or website	Refer to schedule of charges for hard copy
Annual budget plan and financial statements	Hard copy	Refer to schedule of charges
Capital funding	Hard copy	Refer to schedule of charges
Financial audit reports	Hard copy	Refer to schedule of charges
Details on expenditure of items over £5000 Published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Refer to schedule of charges
Procurement and contracts Details of procedures used for the acquisition of goods and services. Detail of contracts that have gone through a formal tendering process. Possibly information relating to / a link to information held by an organisation which has done so on its behalf (for example a local authority or diocese).	Hard copy	Refer to schedule of charges

Pay policy	Hard copy	Refer to schedule of charges
Staff allowances and expenses Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	In Pay Policy	
Staff pay and grading structure As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	In Pay Policy	
Governors' allowances Allowances that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.	Website	
<u>What our priorities are and how we are doing</u> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.	Hard copy and/or website	Refer to schedule of charges
School profile (if any) Performance data supplied to the government or a direct link to the data, latest Ofsted report – Summary / Direct link to report on Ofsted website	Link through school website	
Performance management policy and procedures adopted by the governing body	Hard copy	Refer to schedule of charges
Schools future plans Proposals for and any consultation on the future of the school, such as change in status, plans to federate.	On website if applicable	
Safeguarding and child protection The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.	Website	
<u>How we make decisions</u> Decision making processes and records of decisions There is an expectation for information in this class to be made available for at least the current and previous three years.	Hard copy and/or website 3 years information available	Refer to schedule of charges
Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal.	Website	
Minutes of meetings of the governing body and its committees Excluding information that is properly considered private to the meeting.	Website	
<u>Our policies and procedures</u>	Hard copy and/or website	Refer to schedule of charges

<p>Current written protocols, policies and procedures for delivering school services and responsibilities</p> <p>There is an expectation for information in this class to be current information.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests.</p>		
<p>School policies</p> <p>Policies directly affecting students are on the school website. Personnel copies are available in hard copy or are available to staff on the school intranet.</p>	Hard copy and/or website	Refer to schedule of charges
<p>Pupil and curriculum policies</p>	Website	
<p>Records management and personal data policies</p>	Hard copy	Refer to schedule of charges
<p>Equality and diversity (including equal opportunities) policies</p>	Website	
<p>Policies and procedures for the recruitment of staff</p>	Hard copy and/or website	Refer to schedule of charges
<p>Charging regimes and policies</p>	Website	
<p><u>Lists and Registers</u></p> <p>Currently maintained lists and registers only (this does not include the attendance register.) (some information in this class may only be available by inspection)</p>	Hard copy and/or website	Refer to schedule of charges
<p>Curriculum circulars and statutory instruments</p>	Available for inspection	
<p>Disclosure logs</p>	Available for inspection by appropriate person	
<p>Asset register</p>	Available for inspection by appropriate person	
<p>Any information the school is currently legally required to hold in publicly available registers</p> <p>This does not include the attendance register.</p>	Available for inspection by appropriate person	
<p><u>The services we offer</u></p> <p>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only.</p>	Hard copy and/or website	Refer to schedule of charges
<p>Extra-curricular activities</p>	Website	
<p>Out of school clubs</p>	Website	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	Website	
<p>School publications, leaflets books and newsletters</p>	Website	

Schedule of Charges

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information

DESCRIPTION	BASIS OF CHARGE
Photocopying/printing @10p per A4 printed side (black & white) Photocopying/printing @20p per A3 printed side (black & white)	Paper, time, printing
Photocopying/printing @25p per A4 printed side (colour) Photocopying/printing @50p per A3 printed side (colour)	Paper, time, printing
Postage	Actual cost of Royal Mail standard 2 nd class or cost of secure delivery